

# New to College Board Professional Accounts?

College Board services, reports, and data are available to school and district staff. To access these reports, you must create an account. You may access the portal by visiting: <https://account.collegeboard.org/professional/login>.

The screenshot shows the College Board Professional Login page in a Windows Internet Explorer browser. The address bar displays <https://account.collegeboard.org/professional/login>. The page features a navigation bar with links for SAT, AP, College Planning, College Search, Professional Development, Store, and More. The main content area is titled "Welcome, Professionals" and includes a message: "Are you a student? [Sign in](#) to your student account, or [sign up](#) to create one." Below this, there are two primary sections: "Sign In" and "Don't Have An Account? Sign-Up." The "Sign In" section contains a username field with the text "RUGGED92", a password field, a "Remember me" checkbox, and a "Sign in" button. Below the "Sign In" section are links for "Forgot Username?" and "Forgot Password?". The "Don't Have An Account? Sign-Up." section includes a description of the benefits of a professional account, such as access to online score reports and various services, and a "Sign Up" button. To the right of the main content area is a yellow box titled "Other Tools" with a brief description of the services available. The footer of the page contains links for "College Board" (About Us, Careers, Advocacy), "Our Programs" (SAT, SAT Subject Tests, AP), "Our Programs" (CLEP, ReadStep, SpringBoard), "Help", and "Contact Us".

If you already have an account, please sign in to the box on the left. If not, please click on the **Sign Up** link in the box on the right.

This will take you to a page that looks like this:

Sign-up: Enter Your Information - Windows Internet Explorer

https://account.collegeboard.org/professional/viewCreateAccountAction?appId=120&URL=https://account.collegeboard.org/professional/dashboard

CollegeBoard

### Create Your Professional Account

1 Your Information 2 Review Information

To get started, please tell us more about you, set up your username, and let us know about the work that you do.  
All fields are required unless marked optional.

#### Account Information

First Name:

Last Name:

Gender: ☒ Male ☐ Female

Email Address:

Confirm Email Address:

☐ Yes, please send me updates and information about College Board and College Board deadlines, dates, and related programs and services.

Username:

Password:

Confirm password:

Choose security question:

Answer:

#### Professional Information

Tell us where you work. It may be helpful to start with a ZIP code.

ZIP or postal code of your organization:

optional: this will help refine your selection

Where do you work?  
Or enter your AL, DI or CDEB code:

☐ My organization is not listed.

What is your primary job function?

Cancel Next

Once you have completed all the necessary fields, click the **Next: Review** link at the bottom of the page.

You will be asked to review and, if the information is correct, save your information to create your account. If you're information is correct, you are asked to agree with the *Terms and Conditions*.

The screenshot shows the CollegeBoard 'Create Your Professional Account' page. At the top, the CollegeBoard logo is on the left and a 'Help' link is on the right. The main heading is 'Create Your Professional Account'. Below this is a progress bar with three steps: 1. Your Information, 2. Review Information (currently selected), and 3. Get Access. A message states: 'Please verify that the information below is correct, and take a look at our [Privacy Policy](#) and [Terms and Conditions](#). If you need to make any changes, select **Edit**.'

**Account Information**

First Name: [Redacted]  
Last Name: [Redacted]  
Gender: male  
Email Address: [Redacted]  
Username: [Redacted]  
Password: [Redacted]  
Choose security question: What is your pet's name?  
Answer: [Redacted]

**Professional Information**

ZIP or postal code of you...  
Where do you work?  
What is your primary job ... K-12: Other - K-12

Please read our [Privacy Policy](#).

☐ I agree to the [Terms and Conditions](#)

To make changes, select Edit. If the information is correct, select Next.

cancel Edit Next

Click **Next** once you are done on this screen.

This should be the next screen you see:

